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## SECTION A - ARS SAFETY MANAGEMENT FUNCTION

### CHAPTER II - SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT COMPONENT

## CHAPTER II- SECTION A

### SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT COMPONENT

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## CHAPTER II - SECTION A

### SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT COMPONENT

#### A PURPOSE AND SCOPE OF THIS CHAPTER

The purpose of this chapter is to provide ARS employees with the policies and procedures for the development, implementation, and maintenance of the Safety Management function.

## B ABBREVIATIONS

AM - Administrative Management

FD - Facilities Division

PM - Program Management

SHEMB - Safety, Health, and Environmental Management Branch

## C BACKGROUND

Public Law 91-596, Section 19, "Occupational Safety and Health Act," and Executive Order 12196, "Occupational and Health Program for Federal Employees" require the establishment of safety and health programs for the purpose of:

- 1 Assuring safe and healthful working conditions for all Federal employees.

2 Authorizing enforcement of the standards developed under Section 6 of the Occupational Safety and Health Act.

3 Providing information, education, and training to all employees in the field of Occupational Safety and Health.

#### D OBJECTIVE

The objective of the Safety Management function is the establishment, measurement, and appraisal of functions, methods, and programs for identifying, analyzing, and correcting problems associated with management functions that results in accidents/incidents having an adverse effect on the best utilization of ARS employees and property.

#### E SCOPE OF THE SAFETY MANAGEMENT FUNCTION

Safety Management includes the following functional components to prevent accidents/incidents resulting in injury, occupational illness, and/or property damages:

- a) program management, b) education/training,
- c) services, d) oversight, and e) evaluation.

## F DEFINITIONS

1 ARS Safety, Health, and Environmental Management Program - The Agency's plan designed to effect optimal achievement of error free and, therefore, accident free task performance which involves employee, machine, and environmental relationships. Within ARS the "Safety, Health, and Environmental Management Program" encompasses the related functional areas of Safety Management, Occupational Health Management, Environmental Management, and Industrial Hygiene.

2 Accidents - Incidents occurring due to errors in performance of specific tasks by employees and/or machines in a particular workplace, sustained because of ineffective adjustments to hazards, manifested by losses incurred, and observable in the form of symptoms such as pain, injury, damage, destruction, and interruption of the research mission.

3 Hazards - Chemical, geological, physical, or behavioral obstruction of safe task performance by employees and/or machines which might allow an unfavorable extent of chance danger, peril, or risk to effect an incident resulting in unwarranted losses.

## G POLICY

ARS policy is to eliminate or minimize losses incurred by the Agency, individual employees, and the general public as a result of actions or incidents involving or producing injury, illness, and property/environmental damage in the ARS workplace by:



- 1 Implementing the Agency's program for safety, health, and environmental management.
- 2 Complying with the spirit and letter of safety, health, and environmental legislation and related standards, orders, rules, and regulations.
- 3 Establishing procedures for procurement, repair, storage, waste management/disposal, and salvage operations to prevent accident-related losses.
- 4 Providing supervisory/employee education/training opportunities for communicating program function components.
- 5 Properly assigning, directing, and training ARS employees.

#### G POLICY (Continued)

- 6 Developing supervisory safety, health, and environmental-related knowledge and skills.

7 Compensating for human factors/errors which have an undesirable effect upon the Agency's research mission.

8 Developing facility self-protection plans for emergency situations.

9 Developing and implementing program promotional activities.

10 Analyzing work assignments to identify potentially hazardous conditions or adverse environmental consequences.

11 Developing standard operating procedures which minimize or eliminate potentially hazardous conditions or adverse environmental effects.

12 Analyzing the relationship of the employee, machine, and environment for the identification of potentially hazardous conditions or adverse environmental effects.

13 Protecting employees from hazardous conditions through isolation, guarding and shielding principles, or personal protective equipment.

14 Developing policies and procedures which minimize or eliminate potentially hazardous conditions or adverse personal effects through chemical labeling, hygiene, proper storage and disposal, and by inventorying chemicals and hazardous substances/materials.

15 Developing procedures for researching, measuring, and reporting safety, health, and environmental-related data.

16 Developing programs for reviewing, inspecting/  
auditing, and complying with the Safety, Health, and Environmental Management Program.

17 Incorporating the Safety, Health, and Environmental Management Program components into daily routines.

Periodic audit/inspection findings indicate that the Agency must (1) take appropriate action to correct the deficiencies that exist as well (2) provide a consistent level of program support to implement and maintain an acceptable Safety, Health, and Environmental Management

G POLICY (Continued)

Program as required by Federal, State and Local regulations.

H RESPONSIBILITIES

1 The Administrator, ARS, will:

a Initiate and maintain/oversee a comprehensive and viable Safety, Health, and Environmental Management Program consistent with the requirements set forth in applicable Federal/

State/local legislative and executive mandates.

b Serve or designate, as required by USDA Departmental Regulation 4400-1, a Deputy Administrator to serve as the Agency's Designated Safety and Health Official and provide the necessary staffing, education/

training, equipment, financial resources, and management support to develop and manage a comprehensive and effective Agencywide program.

c Assure that ARS employees are furnished with places and conditions of employment that are free from recognized hazards that may contribute to the occurrence of occupational-related injury, illness or death, or property/

environmental damage.

d Assure that administrative procedures and professional services are available for the recognition and treatment of employees' personal difficulties that may affect their safety, health, or productivity.

e Assure prompt response to all reports of unsafe or unhealthful conditions and establish procedures designed to assure that no employee is subject to any interference, discrimination, or other type of reprisal for reporting such conditions or participating in ARS Safety, Health, and Environmental Management Program activities.

f Assure that periodic inspections of all Agency workplaces are performed by qualified and properly equipped personnel and provide for adequate employee representation during inspections.

#### H RESPONSIBILITIES (Continued)

g Assure prompt abatement of unsafe and unhealthful working conditions and assure proper posting of notices for identified unsafe and unhealthful conditions that cannot be abated immediately.

h Assure that safety, health, and environmental related education and training are provided for all ARS employees (with special emphasis on supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety and health committees, employees performing hazardous work assignments and duties, new employees, and employees assigned specific safety, health, and environmental management and operational duties and responsibilities).

i Ensure participation by and consultation with employees or their representatives in safety, health, and environmental operations and activities.

j Assure that safety, health, and environmental responsibilities are integrated within the performance standards of all managers, supervisors, and employees.

k Furnish, upon Department request or as directed: (1) all safety, health, and environmental-related reports (annual, evaluation, investigation, etc.); (2) statistical reports (injury, illness, property/environmental damage, loss, costs, etc.); and/or (3) Hazardous Waste Cleanup/funding reports.

2 Deputy Administrators, Associate Deputy Administrators, National Program Leaders, and AM Greenbelt/PM Beltsville Staffs and Divisions for their Subordinate Staffs will:

a Recommend actions that enable ARS to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.

b Provide coordination and consultative assistance to subordinates under their jurisdiction to help them develop safety, health, and environmental strategies to meet the requirements of USDA; ARS policies; and impacting laws, standards, and regulations.

## H RESPONSIBILITIES (Continued)

c Include adequate funds for compliance with safety, health, and environmental standards in budgets under their jurisdiction.

d Ensure that all necessary actions are taken for the prevention, control, and abatement of potentially hazardous conditions for all operations and activities under their jurisdiction.

e Develop improvement plans and provide followup reports for corrective action measures to meet standards.

f Participate in Agencywide development of program implementation plans (i.e., goals/objectives/milestones) designed to ensure compliance.

g Provide review and comments, as requested, on safety, health, and environmental issues.

h Immediately notify the appropriate management official responsible for resource allocations whenever unsafe, unhealthful, environmental damage, or potential pollution situations arise so that appropriate actions can be taken.

i Ensure--through the Program Management Biological Safety Officer--all safety, health, and environmental concerns are addressed during the design/construction of biosafety facilities and within research procedures which require compliance with Biosafety levels.

j Establish policy to ensure that the Agency's research operations are in compliance with the NEPA provisions.

3 Area Directors, Under the Direction of the Administrator, will:

a Exercise primary responsibility to initiate, operate, and direct a comprehensive and viable Area Safety, Health, and Environmental Management Program consistent with the requirements set forth in applicable legislative/executive mandates; ARS Manual 230.0, ARS Safety, Health, and Environmental Management Program Manual.

## H RESPONSIBILITIES (Continued)



b Provide the necessary staffing, education/

training, equipment, financial resources, and management support to develop and manage a comprehensive and viable program.

c Provide all supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.

d Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions.

e Establish Area goals and objectives for reducing or eliminating accidents, injuries, illnesses, and damage to the environment, consistent with Agencywide goals/objectives set forth by the Administrator.

f Inform and hold subordinate supervisors accountable for implementing and monitoring ARS program requirements and for ensuring that they and their employees are properly trained and prepared to carry out these responsibilities.

g Compile and approve in a timely manner overall Areawide safety, health, and environmental-related reports, inventories, and statistics required by the ARS Administrator.

h Develop safety, health, and environmental duties and responsibilities in position descriptions of line managers, staff officials, and employees.

i Comply with all NEPA requirements related to construction and program issues; conduct all required environmental assessments, environmental impact statements, categorical exclusions, etc.; and record, sign, forward, and maintain copies of all project documents.

4 Center Directors, Location Coordinators, and Research Leaders will:

a Implement, manage, monitor, and comply with all applicable Federal and State regulations and ARS Safety, Health, and Environmental Management Program policies, DIRECTIVES, standards, and established procedures to ensure safe,

#### H RESPONSIBILITIES (Continued)

healthful, and environmentally protected workplaces and protection for all employees under their jurisdiction.

b Inform and hold subordinate supervisors responsible for implementing and managing the ARS safety, health, and environmental requirements, and ensure that they and their employees are properly trained and prepared to carry out these responsibilities.

c Provide education/training, equipment, facilities, other necessary financial resources, and management support to subordinate employees to assure compliance with the safety, health, and environmental policies and regulations described above.

d Seek out and utilize trained safety, health, environmental, and radiological personnel, or acquire by direct hire or contract to assist in solving safety, health, environmental, and radiological problems to provide a safe working environment.

e Furnish Location employees with places and conditions of employment that are free from recognized hazards and provide training/personal protective equipment to work around known hazardous situations that cannot be corrected without unjustifiable resource allocations that may contribute to the occurrence of occupational related injury, illness or death, or environmental damage.

f Assure that administrative procedures and professional employee assistance programs are available for the identification and treatment of employees' work-related and/or personal difficulties that may affect their safety, health, or productivity.

g Respond promptly to all reports of unsafe or unhealthful conditions and establish procedures designed to assure that no employee is subject to any interference, discrimination, or other type of reprisal for reporting such conditions or participating in ARS Safety, Health, and Environmental Management Program activities.

## H RESPONSIBILITIES (Continued)

h Periodically inspect all Location workplaces, through qualified and properly equipped personnel, and provide for adequate employee representation during inspections.

i Provide prompt abatement of unsafe and unhealthful working conditions and assure proper posting of notices for identified unsafe and unhealthful conditions that cannot be abated immediately.

j Provide periodic safety, health, and environmental-related education/training for all Location employees (with special emphasis on supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety and health committees, employees performing hazardous work assignments and duties, new employees, and employees assigned specific safety, health, and environmental duties and responsibilities) to keep all employees current with program requirements and policies.

k Require participation by and consultation with employees or their representatives (i.e., unions) in the Locations' safety, health, and environmental operations and activities.

l Integrate safety, health, and environmental-

related responsibilities into the performance standards of all managers, supervisors, and employees under their jurisdiction and appraise their performance accordingly.

m Obtain the necessary data, and furnish all safety, health, and environmental-related reports (annual, evaluation, investigation, etc.); statistical reports (injury, illness, property/environmental damage, loss, costs, etc.); and Hazardous Waste Cleanup/funding reports.

n Recommend actions that enable ARS to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.

o Report--within required deadlines--any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or

#### H RESPONSIBILITIES (Continued)

greater than listed quantities to appropriate Federal, State, or local regulatory officials and Area/Greenbelt/Beltsville officials.

p As required, provide support and make formal recommendations to the Area Director concerning environmental issues and building permit procedures related to National Environmental Protection Agency.

5 The Deputy Administrator AM (DAAM) will:

a Recommend actions that enable ARS to comply with the intent, purposes, and standards of safety, health, and environmental legislation.

b Recommend ARS policy and procedures on safety, health, and environmental standards and program elements to comply with Federal laws and regulations.

c Inform Agency line/staff officials of changes in ARS safety, health, and environmental management standards and program elements to comply with Federal laws and regulations.

d Provide oversight to ascertain that applicable safety, health, and environmental related concerns/provisions are observed in Agency acquisition, construction, personnel, ADP, property (real/ personal), contracting, and financial processes.

e Assure the compilation of Agencywide safety, health, and environmental reports, inventories, and statistics as required.

f Administer funds appropriated to ARS for Hazardous Waste Cleanup and compliance purposes, and provide guidance to Agency officials on programming and budgeting for safety, health, and environmental management programs/activities.

g Assure that reviews, inspections/audits, evaluations, and followup of needed corrective actions of Agency operations/activities are performed to ascertain that they are in compliance or are being brought into compliance insofar as feasible with applicable Federal, State, or local safety, health, and environmental standards.

#### H RESPONSIBILITIES (Continued)

h Assure--through Radiological Safety Staff--that all safety, health, and environmental-related concerns are addressed within the radiological safety program as required by Federal laws and regulations.

#### 6 FD-Safety, Health, and Environmental Management Branch will :

a Develop, implement, manage, and monitor all applicable safety, health, and environmental standards and program elements as required by Federal laws and regulations.

b Assure that all supervisory personnel and employees know of their right to have access to applicable safety, health, and environmental standards and program elements.

c Ensure that supervisors and employees properly report all accidents, injuries, illnesses, and environmental releases; complete the appropriate forms within prescribed deadlines; perform

investigations to identify causes; and determine corrective actions.

d Recommend actions that enable ARS to comply with the intent, purposes, and standards of safety, health, and environmental legislation.

e Establish and recommend ARS policy and procedures on safety, health, and environmental standards and on safety, health, and environmental program components.

f Identify, prepare correspondence, and inform-- through the Deputy Administrator for Administrative Management--Agency line/staff officials of (1) changes in ARS safety, health, and environmental management standards and (2) program elements that need to be implemented in ARS. Serve as liaison with Department officials and external regulatory offices to determine legislation, regulatory requirements, or changes in safety, health, and environmental regulations which impact ARS programs.

g Advise other ARS-AM functional areas of safety, health, and environmental related concerns/provisions which must be included in ARS' acquisition, construction, personnel, ADP property (real/personal), contracting, and financial processes.

## H RESPONSIBILITIES (Continued)

h Obtain the necessary data and compile Agencywide safety, health, and environmental reports, inventories, and statistics as required.



i Recommend actions and provide guidance to line officials on programming and budgeting for safety, health, and environmental management activities.

j Conduct periodic reviews and make written assessments of Areas' efforts to implement the ARS Safety, Health, and Environmental Management Program.

k Establish Agencywide procedures for inspecting and evaluating the effectiveness of the ARS program at all organizational levels.

l Ensure--through the responsible property management officials--that safety, health, and environmental concerns are addressed in the acquisition and disposal of real and personal property.

m Provide, except where delegated to the Area Office, operational safety, health, and environmental project management for FD facility projects in excess of \$300,000 for construction and in excess of \$30,000 for Architect-Engineer requirements.

n Provide policy direction and support to program officials concerning Hazardous Waste Cleanup funding projects; monitor Area utilization of the funding and ensure required Status of Funds Reports are prepared by Area officials; prepare Agency response to the Department.

o Provide policy direction and guidance to the Area/Location staff and line officials in their preparation of Statements of Work for preliminary assessments, site inspections, or other preremedial/remedial work for Area pollution prevention/abatement/remediation projects; serve as a Technical Evaluation Panel member as required.

p Provide policy direction and guidance to Area/Location officials in their preparation of the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the Resource Conservation Recovery Act Section 3016 Inventory Form; the EPA Form 7530-1, Notification for

#### H RESPONSIBILITIES (Continued)

Underground Storage Tanks; and OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.

#### 7 Area Administrative Officers will:

a Assist line managers in identifying and allocating necessary staffing, education/ training, and financial resources to develop and manage a comprehensive and viable Area program.

b Provide administrative management assistance to the Area Director in establishing Area goals/ objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment.

c Provide administrative management assistance in compiling Areawide safety, health, and environmental-related reports, inventories, and statistics required by the Administrator.

d Recommend actions that enable the Area Director to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.

e Assist in the development of improvement plans and followup reports for corrective action measures to meet standards.

f Provide all supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.

g Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions.

h Participate in the development of Agencywide safety, health, and environmental management programs to insure compliance with regulations.

i Monitor Hazardous Waste Cleanup fund spending to ensure compliance with Department Hazardous Waste Cleanup spending guidelines; ensure quality and accuracy of Hazardous Waste Cleanup Status of Funds Reports for all Area projects; and ensure quarterly reviews of Hazardous Waste

#### H RESPONSIBILITIES (Continued)

Cleanup activities are conducted and the findings reported to Headquarters as required.

j Administratively supervise, assign tasks, and monitor the performance of individual Cluster Environmental Protection Specialists and other safety, health, and environmental employees under their supervision. Assignments will be congruent with Areawide/Agencywide program goals, priorities, and objectives, unless the Location situation/condition requires immediate attention.

#### 8 Location Administrative Officers will:

a Assist line managers in identifying and allocating necessary staffing, education/

training, and financial resources to develop and manage a comprehensive and viable location program.

b Provide administrative management assistance to the Center Director/Location Coordinator/

Research Leader in establishing location goals/objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment.

c Provide administrative management assistance in compiling location safety, health, and

environmental-related reports, inventories, and statistics required by the Agency.

d Recommend actions that enable the Center Director/Location Coordinator/Research Leader to comply with the intent, purpose, and standards of impacting safety, health, and environmental legislation.

e Assist in the development of improvements plans and followup reports for corrective action measures to meet standards.

f Provide all location supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.

g Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to

## H RESPONSIBILITIES (Continued)

identify causes and determine corrective actions.

h Participate in the development of Agencywide safety, health, and environmental management programs to ensure compliance with regulations.

i Monitor Hazardous Waste Cleanup fund spending to ensure compliance with Department Hazardous Waste Cleanup spending guidelines; ensure quality and accuracy of Hazardous Waste Cleanup Status of Funds Reports for all location projects; and ensure quarterly reviews of Hazardous Waste Cleanup activities are conducted and the findings reported to Headquarters as required.

j Administratively supervise, assign tasks, and monitor the performance of individual Cluster Environmental Protection Specialist and other safety, health, and environmental employees

under their supervision. Assignments will be congruent with Areawide/Agencywide program goals, priorities, and objectives, unless the Location situation/condition requires immediate attention.

9 Area Safety and Health Managers will:

a Coordinate and provide technical oversight to the implementation of the ARS Safety, Health, and Environmental Management Program for all Area employees, cooperators, and visitors in accordance with the policies, regulations, and responsibilities described above.

b Ensure that all Location programs within the Area are consistent with ARS guidelines and with Federal laws and regulations.

c Ensure that safety, health, and environmental concerns are taken into consideration--when known--regarding research activities, construction, repair and maintenance, modernization, and Hazardous

Waste Cleanup projects.

d Recommend Area/Location goals, objectives, and resource requirements for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.

#### H RESPONSIBILITIES (Continued)

e Assure that managers/supervisors arrange for appropriate safety, health, and environmental education/training programs; orientations for new employees; and assistance in such training as priorities permit.

f Ensure that managers/supervisors comply with Federal, State, and local safety, health, and environmental rules, regulations, and standards and all policies, regulations, and guidance issued by ARS with respect to the ARS Safety, Health, and Environmental Management Program.

g Ensure that periodic inspections, including environmental audits, of all workplaces are performed and that an abatement program is put in place on an annual basis or as resources permit.

h Through appropriate management/reporting systems, monitor abatement of unsafe and unhealthful working conditions at all Locations within the Area.

i Assist managers/supervisors in preparing and providing all safety, health, and environmental- related plans, cost estimates, reports, statistics, and/or other information for the Locations within the Area.

j Recommend doable corrective solutions/actions to assure prompt abatement of unsafe and unhealthful working conditions.

k Conduct periodic reviews and make written assessments to the supervisors, Area Directors, and the Deputy Administrator for Administrative Management of Locations' efforts to implement the ARS Safety, Health, and Environmental Management Program.

l Assist Area/Location property personnel in addressing all safety, health, and environmental- related concerns relating to the acquisition and disposal of real and personal property.

m Provide safety, health, and environmental-

related guidance and assistance to Area/Location managers in their administration of the Area/

Location program; setting of program priorities; and evaluating program implementation and effectiveness.

## H RESPONSIBILITIES (Continued)



n Assist Area/Location managers in reporting--as necessary--to the appropriate Federal, State, or local regulatory official and Area/Greenbelt/

Beltsville officials any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities.

o Provide operational safety, health, and environmental project management for Area facility projects under \$300,000 for construction and Architect-Engineer requirements under \$30,000 or when in receipt of delegation of authority. Review design submittals and approve from a safety and health perspective.

p Provide technical support and make formal recommendations for all construction and all research-related issues to the Area Director concerning environmental and building permit procedures and issues related to the National Environmental Protection Agency for Area facility projects under \$300,000 for construction and A-E requirements under \$30,000.

q Coordinate resolution of environmental issues with appropriate Federal, State, and local environmental regulatory organizations associated with design projects over \$30,000 and National Environmental Protection Agency issues impacting facility design identified by Architect-Engineer.

r Review, correct/or assure correctness, and consolidate Location/Area submittals concerning the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the Resource Conservation Recovery Act Section 3016 Inventory Form; the EPA Form 7530-1, Notification for Underground

Storage Tanks; and OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.

s Prepare Statements of Work for preliminary assessments/site inspections or other preremedial/remedial work for all Area pollution prevention/ abatement/remediation projects regardless of dollar value; serve as the Chairperson for the project(s) Technical

#### H RESPONSIBILITIES (Continued)

Evaluation Panel; and serve as the Contracting Officers Representative as required.

10 Cluster Environmental Protection Specialists and Office of Management and Budget Circular A-76 Contractors Providing Safety, Health, and Environmental Support to ARS Employees/

Facilities/Equipment in Compliance with Applicable Contract Provisions, as Directed by Center Director/

Location Coordinator/Research Leader, will:

a Recommend actions that enable ARS to comply with the intent, purposes, and standards of Federal safety, health, and environmental laws and regulations.

b Develop and assist managers/supervisors in implementing the ARS Safety, Health, and Environmental Management Program for Location employees, cooperators, and visitors according to ARS and Federal laws, regulations, and policies.

c Assist managers/supervisors in designing all programs at the Locations being serviced to be consistent with the ARS program policy.

d Assist managers/supervisors in designing safety, health, and environmental compliance into Location research operations, construction, repair and maintenance, and modernization projects.

e Recommend Location/Area goals and objectives for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.

f Arrange for or conduct appropriate safety, health, and environmental education/training programs and orientations for present and new employees.

g Assure that managers/supervisors are complying with all applicable ARS, Federal, State, and local safety, health, and environmental rules, regulations, and standards. Report all violations to higher levels of management.

h Conduct inspections/environmental audits of all workplaces within the Locations being serviced on an annual basis.

## H RESPONSIBILITIES (Continued)

i Provide or recommend prompt abatement of unsafe and unhealthful working conditions, facilities, equipment, and practices.

j Prepare and provide for Center Director/Location Coordinator/Research Leader all safety, health, and environmental-related plans to bring the Location/unit into compliance along with cost estimates, reports of violations/corrective actions, training needed, supporting statistics, and/or other information for the Locations being serviced.

k Provide safety, health, and environmental-

related guidance and assistance to Location officials in their administration of the Location programs; assist in setting safety, health, and environmental program priorities and evaluating program implementation/effectiveness.

l Assist managers/supervisors in implementing ARS policies/procedures which minimize or eliminate potentially hazardous conditions or adverse personal effects through chemical hygiene management, proper storage and disposal, and by inventorying chemicals and hazardous substances/materials.

m Assist Area/Location officials in reporting--as necessary--to the appropriate Federal, State, or local

regulatory official and Area/Greenbelt/

Beltsville officials on any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities.

n Collect data and assist managers/supervisors in preparing Location submittal concerning the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the Resource Conservation Recovery Act Section 3016 Inventory Form; the EPA Form 7530-1, Notification for Underground Storage Tanks; and OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.

o As required, assist in preparing Statements of Work for preliminary assessments/site inspections or other preremedial/remedial work for Locations being served. Serve as a Technical

#### H RESPONSIBILITIES (Continued)

Evaluation Panel member for pollution prevention/abatement/remediation projects; and  
serve as the Contracting Officers Representative as required.

p As required, provide technical support and make formal recommendations for Location construction and research-related issues involving National Environmental Policy Act and building permit procedures for facility projects under \$300,000 for construction and Architect-Engineer requirements under \$30,000.

11 All ARS Employees will:

a To the extent and scope of their authority, ensure safe and healthful workplaces.

b Comply with all applicable Federal, State, and local regulations; ARS safety, health, and environmental standards; and all rules, regulations, and orders.

c Ensure the proper and timely reporting of all accidents, injuries, illnesses, and environmental releases; preparation of appropriate forms; and timely notification to supervisory/management employees of the causes and corrective actions recommended including training.

d Perform all assigned tasks (including those activities not specifically addressed by existing rules or regulations) in a manner conducive to the safety and health of themselves, their fellow employees, and the environment.

e Properly use all applicable safety, environmental, and personal protective equipment and clothing.

f Avail themselves of medical surveillance, employee assistance, counseling, and other Federal programs to maintain their physical and mental health and safety in accordance with ARS policies and regulations. Supervisory approval/concurrence should be acquired except where confidentiality is guaranteed.

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2 The Branch accomplishes its program goals by:

a Developing policies, program requirements, specifications, environmental sampling protocol, guidelines, evaluation criteria, and standards.

b Providing technical consultation concerning complicated or undefined aspects of Safety, Health, and Environmental Management Program activities.

c Designing systems and instruments to facilitate implementation of safety, health, and environmental management programs.

d Improving collection, analysis, and utilization of data related to accidents, injuries, illnesses, and property damage incidents.

e Assisting in monitoring accomplishments of Agency programs.

J SHEMB MISSION STATEMENT (Continued)

f Evaluating the efficiencies and effectiveness



of Area safety, health, and environmental management programs.

g Developing improvement projects where discrepancies are identified.

h Managing preventive health care services.

3 Some specific functional responsibilities include planning, organizing and administering:

a The ARS Safety, Health, and Environmental Management Program consistent with the Occupational Safety and Health Administration, the Environmental Protection Agency, and established ARS policies.

b The ARS Inspection and Abatement Program.

c The ARS Hazardous Waste Management Program.

d The ARS Industrial Hygiene Program.

e The ARS Occupational Health Maintenance Program.

f Establishing and maintaining an Agency Safety and Health Employee Training/Education Program.

g Assisting all Areas in development of Annual Resource Management Plans regarding safety, health, and environmental activities.

h Providing technical advice and assistance to Area management personnel.

i Ensuring adequate consideration of safety engineering and industrial hygiene issues during design or planning phases of new facilities and modifications of existing facilities.

## K STANDARDS FOR FEDERAL SERVICE AND SUPPLY CONTRACTS

In an effort to protect ARS employees and minimize ARS legal liabilities, it is the policy of ARS to comply with the provisions of Code of Federal Regulations (CFR), Title 29, Chapter XVII, Part 1925, Safety and Health Standards for Federal Service Contracts, and CFR, Title 41, Part 50.204, Safety and Health Standards for Federal Supply Contracts.

## L ARS SAFETY AND HEALTH POSTER

It is the policy of ARS to prominently display the Occupational Safety and Health poster (Form AD-1010) in each location where ARS business is conducted or when services or operations are performed. The posters must be placed in prominent places in each location and maintained in good condition. When posters are displayed on bulletin boards, no other materials should be placed to obstruct the view of the poster.

Replacement posters can be obtained by contacting the Area Safety and Health Manager.

## M BASIC EMPLOYEE RIGHTS

All ARS employees have the right to:

- o Participate in the USDA and ARS Safety, Health, and Environmental Management Program. Employees may be authorized official time to participate in activities provided by Executive Order 12196, 29 CFR 1960, and the USDA/ARS program.

- o Have access to safety, health, and environmental standards, workplace injury and illness statistics, and occupational safety, health, and environmental procedures.

- o Comment on alternate safety, health, and environmental standards being proposed.

- o Report and request inspections of unsafe or surveys of unhealthful working conditions to the appropriate officials as discussed in 29 CFR 1960.28. If conditions are not promptly or effectively corrected or if it appears that an employee's right to report potentially hazardous conditions is being infringed, the employee or designated representative may seek further resolution through the Agency Safety Manager; the Assistant Secretary for Administration; or the Occupational Safety and Health Administration, U.S. Department of Labor.

## N SAFETY, HEALTH, AND ENVIRONMENTAL-RELATED REPRISALS

1 ARS employees are not subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in the ARS Safety, Health, and Environmental Management Program.

## N SAFETY, HEALTH, AND ENVIRONMENTAL-RELATED REPRISALS (Continued)

2 Acts of reprisal against ARS employees who disclose information which they reasonably believe evidences substantial and specific danger to public health and safety are prohibited personnel practices under 5 U.S.C. 2302(b)(8).

ARS employees have the right to be free from reprisal actions resulting from their participation in ARS program activities or from their reporting of unsafe or unhealthful conditions in their work environment.

ARS employees also have the right to decline to perform their assigned task because of a reasonable belief that under the circumstances the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

Each Location and staff office must ensure that these rights are protected.

### 3 Impacting Authorities to References

a 5 U.S.C. 2302(b)(8), Prohibited Personnel Practices.

b Executive Order 12196, Occupational Safety and Health Program for Federal Employees, section 1-201(f).

c 29 CFR 1960.46, Agency Responsibility.

d Departmental Regulation 4400-1, Departmental Occupational Safety and Health Management, section 7b and c.

e Departmental Personnel Manual, Chapter 771, Subchapter 4, Agriculture Grievance System.

f Departmental Regulation 4400-3, Safety and Health Reprisals.

4 Allegations of reprisal should be processed under the ARS grievance procedures process.

5 Areas/Locations must monitor compliance with this policy through the annual safety, health, and environmental inspection process.

O RESERVED